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## Quick Start

You will notice that a file **must be opened** to enter or list any information. Simply choose **File - Open** or **File - New** from the menu or the toolbar.

When starting a new "log", the New Vehicle Information dialog appears. Fill in the pertinent information and click OK.

This brings up the Log Sheet where all information concerning the log is contained. The log sheet is fairly self-explanatory. You cannot edit any information on the logsheet. All information is automatically calculated and entered into the appropriate boxes.

Especially helpful are the Miles to Date, Business Miles, and Business Use Percentage boxes, and Expenses to Date. At a glance, you can look at the totals for your log.

**(NOTE)** - You should always start a new log at the beginning of the year for your log to be as accurate as possible.

To make an entry into the log , Press ENTER or click on the Log Entry button.

To make an entry into the expense log , click on the Expenses button.

To make an entry into the maintenance log , click on the Maintenance button.

To delete the last entry, click on the Delete Last Entry button. **You may delete the last entry into the log sheet or search and edit a previous entry.** Choose Trip Log from the Window menu or click on the list button at the toolbar to see the list.

To edit a previous entry , Choose Search from the Edit menu. You will only be able to edit or search the log you are in (ie. Maintenance, Expense or Trip log ).

***That's all there is too it.***

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## Log Sheet Dialog


The **Log Sheet Dialog** holds all the pertinent information about your Mileage Log. Here you will find the following information:

1. The vehicle information you entered in the New Vehicle Information Dialog.
2. Information on the last trip entry
3. Totals of the mileage log including:
  - a. Last Mileage Entry
  - b. Miles to Date
  - c. Business Miles
  - d. Business Use Percentage
  - e. Expenses to Date

This is also where you make all log entries, delete the last entry, or edit a previous Trip entry using the Search function.

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# Log Entry

To make Log Entries, press ENTER while in the Log Sheet, or click on  the Log Entry button. This brings up the Log Entry dialog. The date is automatically filled in for you. If you need to change it, press Shift-Tab, Tab until the datefield becomes active, or use the mouse to position the cursor in the date field.

You may enter the starting mileage and exit the dialog if you are starting a trip. When you enter the Log Entry dialog again, this entry will come up and allow you to enter the ending mileage. You must complete a trip by entering the ending mileage before you are allowed to make any more Log Entries.

The total mileage is automatically figured for you. You cannot make entries in this field.

The memo field is where you can put any information or reminders. **(NOTE)** This field is truncated to 30 characters in the List window and in List printouts.

After a trip is entered, the Log Sheet information is updated, and the trip is stored in the Log. To remove a trip, use the Delete Last Entry button in the Log Sheet.

[Making entries into the Expense Log](#)

[Making entries into the Maintenance Log](#)

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## Listing the Log Entries

**(To list the trip entries)** , choose the Trip Log option under the Windows menu, click on the List button on the toolbar, or press F8.

**(To list the expense log entries)** , choose the Expense Log option under the Windows menu, or press F10.

**(To list the maintenance log entries)** , choose the Maintenance Log option under the Windows menu, or press F9.

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## Printing Log Information

When printing the Log, ONLY the window you are in will be printed. That means if you are in the Log Sheet area, information about the Log is printed, and if you are in the List window, the entire List will be printed.

To print, Go to the Print option under File in the menu, or click on the Print button on the toolbar.

### **(Printing by Date)**

A new feature is the ability to print only trip entries within a range of dates. Choose Print Partial Log when the dialog box appears. This option is available only in the Trip Log, not in the Expense or Maintenance Logs.

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## How to register AUTOMILE

To register this copy of AUTOMILE, simply send a check or money order for \$15.00, plus 1.50 shipping & handling to:

**Mission Software Solutions**  
**1227 Sproles Dr.**  
**Benbrook, TX 76126**

Registration includes a disk with easy installation that sets up a program group with icon and program properties already set for you. The registered version allows Version 1.0 files to be loaded and converted to the new format.

If you have any comments, please drop me a line on CompuServe:  
Billy T. Hale 71155,394

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## Making Expense Log Entries

To make an entry into the Expense Log you can:

- A. Press F3
- B. Choose Expense Log from the Edit menu
- C. Click on the Expenses button on the Log Sheet

D. Click on  on the toolbar.

**You must be in the Log Sheet window to make ANY log entries.**

Use the tab key to move from one field to another. Enter the amount of the expense, then go to the drop-down list box for a category. There are several pre-defined categories that can be entered by dropping the list and choosing a category, or by pressing the first letter of the category. There is an Other category if none of the pre-defined categories describe an expense. You may elaborate in the Memo box.


Clicking the Add button, or pressing ENTER, will add the entry to the expense log and clear all fields for another expense entry. Click on Done to enter the expense and return to the Log Sheet.

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## Making Maintenance Log Entries

To make an entry into the Maintenance Log you can:

- A. Press F4
- B. Choose Maintenance Log from the Edit menu
- C. Click on the Maintenance button on the Log Sheet
- D. Click on  on the toolbar.

You must be in the Log Sheet window to make **ANY** log entries.

Use the tab key to move through the fields. Pressing ENTER will add the entry to the Maintenance Log. This log only takes a date, mileage odometer reading, and a description or memo describing the maintenance performed.

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## What's New in Version 2?

- [1. Expense Log](#)
- [2. Maintenance Log](#)
- [3. Printing Trip Logs by Date](#)
- [4. Editing and Deleting of previous trips](#) (not just the last trip).
- [5. New toolbar buttons, menu choices and Function keys to make entries and view lists.](#)
- [6. This latest version \(2.2 - 1/15/95\) fixed a bug in the search and edit dialog. The logic has been fixed so that the function works correctly. Also the menu has changed, along with the ability to search and edit maintenance and expense logs.](#)
- [7. Now, you are able to view all lists/logs of a single log document \(vehicle\).](#)

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## Keyboard Shortcuts

## Using Version 1.0 Files

Conversion of Version 1.0 files is available only in the registered version. In the registered version, simply open the file. The program automatically updates the file format.

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## Editing Trip Log Entries

Enter the date using the format 'mm/dd/yy'. Click on the search button, and the trip you want to edit/delete is brought up. Make your changes, and click on the Update button.

You must use the Update button to make the changes permanent.

Use the Previous and Next buttons to move back and forward through the log. Click on the OK button to leave the Search & Edit dialog and update the Log Sheet. Click on Delete to delete the trip entry.

**(NOTE)** When making changes in the mileage fields, you must leave these fields either by using the tab key, or clicking onto another field. Clicking Update without moving the focus from the mileage field you changed doesn't make the proper changes.

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